

The Office of Student Financial Aid Graduate Student Satisfactory Academic Progress Appeal Form

THIS FORM MUST BE TYPED

Admit Term: Indicate the semester for which you were admitted to your current program: _____

Name: _____

Student ID: _____

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

Master of: _____

Major: _____

Before completing this form: be sure you are 1) an admitted student at SFSU and 2) we have a valid FAFSA for the academic year for which you are appealing.

<p>Signatures are required from:</p> <ol style="list-style-type: none"> 1. Graduate Studies Representative 2. Your Major Advisor or Department Representative; and 3. You, the student. 	<p>How to Submit:</p> <p><i>in person:</i> Student Services Building 1st Floor Financial aid window 13</p> <p><i>by mail:</i> SFSU Office of Student Financial Aid 1600 Holloway Ave San Francisco, CA 94132-4011</p>
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Section I: Type of Appeal

Select appropriate appeal category (one or both).

- Pace (Pass Rate):** Your percentage of units attempted to units earned at SF State is less than 70%.
Visit the Office of Financial Aid website for details on how to calculate the pass rate:
<http://www.sfsu.edu/~finaid/sapnewpolicy.html>
- Maximum Time Frame:** Your total units attempted at all institutions exceed maximum units necessary for completion of your graduate degree.

Section II: Appeal Statement and Graduation Plan

A. Complete Student Appeal Statement:

Explain what circumstances prevented you from meeting the Satisfactory Academic Progress (SAP) standards. What has changed in your situation so that you are now able to maintain SAP toward your graduate degree? Be specific. If health problems have played a role in your circumstances, attach supporting documentation from your medical health provider, counselor, or hospital.

B. Anticipated Date of Graduation and Signatures

Appeal Completion Checklist:

- SF State Unofficial Transcript
- Completed (both pages), typed SAP form for Graduate Students Medical Document (if necessary)
- Other Document as requested by Department Advisor

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Name: _____ Student ID: _____

A. Student Appeal Statement: (attach additional **TYPED sheet as needed)**

B. Anticipated Date of Graduation: _____

Complete the following graduation plan, listing by semester courses you must take to fulfill your graduate degree completion requirements. Begin with current semester. Refer to your ATC for specific requirements. (Attach a list of graduation requirements beyond the four term plan provided below, if necessary).

SEMESTER I: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>			SEMESTER II: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Course #	Course Title	Units	Course #	Course Title	Units
Total ATC units:			Total ATC units:		

SEMESTER III: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>			SEMESTER IV: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Course #	Course Title	Units	Course #	Course Title	Units
Total ATC units:			Total ATC units:		

I hereby certify the statements above as true and complete to the best of my knowledge.

Student Signature: _____ **Date:** _____

Office Use Only

Reviewed and Approved by Department of _____: Date: _____

Advisor Name and Title: _____ Signature: _____ Phone: _____

Reviewed and Approved by Graduate Studies: Date: _____

Advisor Name and Title: _____ Signature: _____ Phone: _____

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Graduate Student Satisfactory Academic Progress Appeal Form**

Appeal Process: Please Read

You will be notified by automated email notification of the appeal decision in approximately 2 weeks from the date of submission.

If your appeal is approved, you should know:

1. You can only appeal *once* during your academic career for a one-time probationary period.
2. If you are not meeting the Pace Standard, you will have a probationary period of one academic year (Fall, Spring, Summer) to increase your pass rate to the required percentage. By the end of the probationary period, you must be meeting the standard to retain your financial aid eligibility.
3. If you are not meeting the Maximum Time Frame standard, you will have until the end of the current academic year to finish your program while retaining your financial aid eligibility. After the current academic year ends, *you will no longer be eligible for financial aid at SF State, unless* you enter a new degree-seeking program as a post-baccalaureate student (ie, credential program).